



King County

COMMUNITY SERVICE OFFICER

KING COUNTY SHERIFF'S OFFICE

Hourly Rate Range \$17.76 – \$22.52

Job Announcement No.: D03-21

OPEN: 6/18/03 CLOSE: 7/9/03

WHO MAY APPLY: This position is open to the general public and all current King County employees.

WHERE TO APPLY: Required forms and materials **must** be sent to: Human Resources Division, **500 4th Ave, Room 450, Seattle, WA 98104**. Applications materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED). Applications not received at the location specified above may not be processed.

FORMS REQUIRED: A completed [King County application form](#), [King County data sheet](#), self-screening questionnaire, and supplemental questions.

WORK LOCATION: The current vacancy is in SeaTac but the list developed from this recruitment could be used to fill vacancies at any of the KCSO precincts or CID, as they occur.

WORK SCHEDULE: These employees work a 40-hour work week, typically day or swing shifts, Monday through Friday but the flexibility to work overtime and/or other work schedules is required.

PRIMARY JOB DUTIES INCLUDE: Community Service Officers are uniformed, noncommissioned officers who are responsible for community policing functions, but do not have the powers of arrest or enforcement.

1. Provide conflict resolution in situations that do not involve violence.
2. Provide referrals to social service agencies for substance abusers, indigents, juveniles and victims of crimes.
3. Assist deputies in investigations of child abuse or neglect.
4. Respond to emergency dispatch calls.
5. Assist victims and witnesses.
6. Provide information regarding laws and ordinances to the public.
7. Interview witnesses and take police reports as assigned.
8. Drive department vehicles.
9. Direct traffic in emergency and/or accident situations.
10. Work with the community to prevent crime.
11. Serves as department liaison to various community groups.
12. Some positions work with emigrant communities and must be skilled translators.

QUALIFICATIONS:

- Experience in social service counseling and conflict mediation work.
- Ability to read, write and speak the English language fluently.
- Foreign language skills desirable but not required for current position. Other CSO positions with the Department may require specific language skills.
- High School diploma or GED required. Advanced education and/or experience preferred.

NECESSARY SPECIAL REQUIREMENTS: All Civil Service applicants must be U.S. citizens who can read and write the English language and must pass a thorough background investigation, including polygraph examination. CSO applicants will be required to have a psychological evaluation and take a medical exam. They must also possess a valid Washington Driver's License by date of hire and have a good driving record.

UNION MEMBERSHIP: These positions are represented by Public Safety Employees Union, Local 519.

Name: _____

COMMUNITY SERVICE OFFICER SELF SCREENING QUESTIONNAIRE

In order to apply for the Sheriff's Office, you must answer the following employment conditions and background questions. Circle your answers in the table on this page. Please answer carefully. All answers will be verified in the course of the required background investigation and polygraph exam. **Dishonest answers will be grounds for rejecting your application.** If you have any questions regarding the meaning of any statement listed below, call our background investigator, Detective Steve Barrus at (206) 296-4074 **before** you submit your application.

1. Are you now a United States citizen?	YES	NO
2. Can you read, write and speak the English language so as to be easily understood?	YES	NO
3. Do you have a record of frequent lateness or absence from work with current or past employers?	YES	NO
4. Are you willing to work flexible shifts as required?	YES	NO
5. Are you willing to perform any and all of the job duties described above?	YES	NO
6. Have you been convicted of a felony as an adult?	YES	NO
7. Have you bought, sold, possessed, transported or used marijuana within the last three years?	YES	NO
8. Have you bought, sold, possessed, transported or used any other controlled substance such as cocaine, opiates, LSD, or other illegal non-prescription drugs within the last five years?	YES	NO
9. Have you ever committed any serious illegal acts (whether or not you were caught)? <i>(This does not include crimes such as shoplifting a pack of gum as a juvenile.) Note: Misdemeanors committed after the age of 18 will be screened on an individual basis.</i>	YES	NO
10. Do you exceed the 6-point driving violation limit for the 36 months preceding the date of application, when the driving standards shown below are applied to your records?	YES	NO

KING COUNTY SHERIFF'S OFFICE DRIVING STANDARDS (for the 36 months preceding the date of application)

<u>Violation</u>	<u>Points</u>	<u>Violation</u>	<u>Points</u>
Revocation of driver's license	8	Hit and run (unattended)	6
Denial of issuance of driver's license	8	Driving while driver's license suspended (DWLS)	4
Negligent homicide	8	Speeding in excess of the posted limit:	
Driving while intoxicated (involving an accident)	8	0 - 14 over	2
Driving while intoxicated (no accident involved)	6	15 - 19 over	3
Reckless driving (involving an accident)	8	20 - 25 over	4
Reckless driving (no accident involved)	6	over 25	6
Negligent driving (involving an accident)	6	Convictions or forfeitures for other moving violations:	
Negligent driving (no accident involved))	4	Each violation involving an accident	
Hit and run (attended)	8	Each violation not involving an accident	4
			2

Signature

Date

COMMUNITY SERVICE OFFICER SELECTION PROCESS

1. Complete application packet and submit the King County application form, data sheet, Self-Screening Questionnaire and the completed Supplemental Questions to the King County Human Resources Division by 4:30p.m. on the due date.
2. The Supplemental Questions will be evaluated and the most competitive applicants will be scheduled to take the technical tests.
3. Those who pass the technical tests will be scheduled for the Oral Board interview.
4. The scores on the Supplemental Questions, the technical tests and the Oral Board Interview will be combined and determine your placement on the Civil Service Eligibility List.
5. All applicants will be notified, in writing, of the status of their application, approximately 4-6 weeks from the filing deadline. .

COMMUNITY SERVICE OFFICER SUPPLEMENTAL QUESTIONS

On white, 8 1/2" x 11" paper, please answer the following questions. Put your name and the date at the top of each page you submit. As well as content, we will be evaluating your grammar, spelling, punctuation and clarity. Be thorough and honest regarding your duties and experience. This portion of the test is scored.

1. Describe your experience performing any or all of the following aspects of social service work.
 - A. Crisis intervention.
 - B. Conflict mediation.
 - C. Juvenile rehabilitation.
 - D. Elderly services.
 - E. Domestic Violence victims' assistance.
 - F. Referring clients to service agencies.
2. Describe your experience working independently without on sight supervision, and performing your job tasks on your own initiative.
3. Describe your experience writing narrative reports; explaining events or describing incidents in writing.
4. Describe your experience working with various ethnic and/or social communities.
5. *This question is not scored, per se, but is for our information only. Describe your fluency in speaking, writing or translating other languages. Make sure to identify which language(s) you are familiar with.*